

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Aviation Services Manager

Class Code: 40223

A. Purpose:

Directs and coordinates aviation services by supervising and scheduling pilots, directing aircraft and pilot registration and aircraft dealer licensing, and developing and conducting pilot safety and aviation education programs to ensure program activities comply with Federal Aviation Administration (FAA) rules and regulations.

B. Distinguishing Feature:

Aviation Services Managers direct the aviation program and supervise and schedule pilots. Pilots operate an aircraft to provide a variety of services.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Schedules aircraft use and assigns pilots to flights to fulfill requests for service.
 - a. Monitors pilots' flight hours.
 - b. Monitors aircraft maintenance and condition.
 - c. Maintains related records and reports.
2. Supervises statewide aeronautics activities to ensure implementation of rules and regulations.
 - a. Supervise aircraft and pilot registration and aircraft dealer licensing.
 - b. Reviews aerial applicator permit applications and recommends approval to Department of Agriculture (DOA).
 - c. Investigates complaints against aerial applicators and alleged careless flying and coordinates action with FAA and DOA.
 - d. Develops and implements statewide aviation education programs.
3. Performs administrative duties to support the Aviation Services office.
 - a. Develops program budget and approves expenditures.
 - b. Drafts state statutes and regulations pertaining to aviation services.
 - c. Provides technical assistance to other agencies and the public.
4. Operates aircraft in compliance with FAA regulations and procedures to ensure safety of passengers and crews.
 - a. Evaluates weather conditions, destination, terrain, and time limits.
 - b. Conducts preflight safety checks.
 - c. Prepares flight plans.
 - d. Transports passengers in and out of state.
 - e. Authorizes safety-factor repairs.
 - f. Performs minor aircraft maintenance.
 - g. Cleans interior and exterior of aircraft.
5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Program Manager. Does not supervise.

E. Challenges and Problems:

Challenged to develop policies and procedures that enhance the safety and effectiveness of aviation services statewide. This is challenging because of the levels of pilot expertise and varieties of aircraft and their purposes. Further challenged to ensure that proper procedures are being followed during aircraft operation and maintenance.

Problems encountered are overlapping aircraft needs, inclement weather, determining fair market value of aircraft for original registration, and determining training needs.

F. Decision-making Authority:

Decisions include aircraft and pilot schedules, necessary aircraft maintenance, purchase of budgeted aircraft equipment, necessary training, and approval of licenses; recommends program budget, procedural and regulatory changes, new hires, and revocation of licenses.

Decisions referred include expenditures for larger, unbudgeted purchases; specialized training; final approval of budget, rules changes, new hires, and license revocations.

G. Contact with Others:

Daily contact with the executive office to schedule flights, and with department and FAA personnel to exchange information; and occasional contact with other states' aviation officials to discuss common problems and solutions.

H. Working Conditions:

Operates an aircraft under ever-changing weather conditions and over a variety of terrain; is subject to the physical and mental stress resulting from the responsibility of providing safety for passengers; and is exposed to hazardous materials and equipment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- aircraft operation;
- preflight procedures;
- federal and state aviation regulations;
- emergency procedures;
- aircraft maintenance and safety procedures;
- route selection;
- personnel and fiscal management.

Ability to:

- prioritize and schedule flights;
- develop and implement rules and procedures;
- remain calm in adverse situations;
- evaluate conditions and make decisions;
- communicate information clearly and concisely.

J. Licenses and Certification:

Possession of a Federal Aviation Administration commercial pilot's license with single and multi-engine land and instrument ratings. A flight instructor certificate with instrument and multi-engine ratings may be required.

Five thousand (5000) flight hours, of which 2500 hours must have been as pilot in command; 1500 hours as a pilot in multi-engine aircraft; 200 hours of actual or simulated instrument time, 100 of which must have been in the past 12 months.